




Applicant Underutilization for a Requisition

If your req is for a job class that is underutilized for your department, this form will be completed for each applicant who meets one or more of the UU criteria that apply to the job class. The applicant does not see or complete this form. It will be completed by the Recruiter when the applicant is qualified for the req. The UU information on this form is based on the applicant response to the Applicant Survey form. Below is a view of how this form will appear in the applicant forms list. To view the form, click the binocular icon or the form name link. Be certain to select the UU form with the req number/title (in this case 24BR: Secretary) that corresponds to your req.

07-Apr-2006	4109	Applicant UU for Req- 24BR: SECRETARY 2	TAMMY MOHNING	07-Apr-2006	TAMMY MOHNING		
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This is what the Applicant UU form will look like. A **Yes** will appear next to each UU category if **both** of the following are true:

- ↳ The job class is underutilized for that category **AND**
- ↳ The applicant has indicated they belong to that category

 **Applicant UU for Req - 24BR : SECRETARY 2 for O'Dey, SOIMel** [? Help](#)

Applicant characteristics are confidential and are only displayed to show the Underutilization in this Req.

Candidate First Name SOIMel

Candidate Last Name O'Dey

FEM

MIN Yes

PWD

These two categories are left blank which means either the job class is not underutilized for females or persons with disabilities OR this applicant did not indicate on their Applicant Survey Form that they are either a female or a person with a disability.

Date added 07-Apr-2006 TAMMY MOHNING

This form is req specific: the information on this form applies only to the specific req which number is included in the title. Underutilization is only to be considered if the job class is underutilized.